

Meeting minutes of Holyoke Media – Dec. 7, 2016

Present:

- Al Williams
- Mark Wotton
- Denis Luzuriaga
- Jennifer Myszkowski

Not present:

- Mike Hines

Minutes

Al called the meeting to order at 6:42 p.m.

- Denis drafted a letter to HEDIC
 - Al shared the doc from his google drive
 - All board members should review and provide edits by FRIDAY, Dec. 9
 - Next step: Ask Tricia Koss to review, then send to John Dyjach/Marcos for submission to HEDIC
- Board members
 - Veronica Garcia is not interested
 - Jennifer to contact Megan Barber
 - Denis to reach out to Kerry Baker of NEPR board
 - Al to reach out to Ali
- Mark is gathering information about Board responsibilities and will share them with the group.
- Al is trying to get the city info removed from docs filed with the state
 - Al to meet with Rory and David Morton (CPA)
 - Al to further discuss with Rory getting the right kind of letter to fix the bank account
- Paying bills
 - We need to get the online version of Quickbooks and start paying bills
 - Mark offered to keep the books. What are the next steps?
 - Check needed for POBox
- HR Concerns
 - ED
 - Al and Jennifer to respond to Christine's ED task list
 - Once things get going, we're going to ask Christine to send us a weekly email letting us know about progress
 - Admin
 - Mark to draft job description for interim admin

- Jennifer to ask Christine if she learned anything about whether we can feasibly hire a temp.
 - Temporary space
 - AI to talk to Mayor about temporary space in city hall to get things launched
 - Timeline/Goals
 - ED:
 - Post job by mid-Jan.
 - Close job application period - end of Feb.
 - Interviews - mid-March
 - Offer letter - April 1
 - Start by May 1
 - Purchase of building
 - Close by March
 - Architect
 - AI to reach out to Jonathan Savon to let him know current status.
 - Denis to provide contact info to AI.
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Agenda of next meeting:

- Results of email to Mike Hines
- Transition plan
- ED job post
- HEDIC update

Next scheduled meetings

Please mark your calendars for the following:

- Wed., Dec. 14 2016 at 6:30 p.m. at the Library

Motion to adjourn - 7:26 p.m.